



"People
helping people
help
themselves"

Mitchell E. Daniels, Jr., Governor
State of Indiana

Division of Mental Health and Addiction
402 W. WASHINGTON STREET, ROOM W353
INDIANAPOLIS, IN 46204-2739
317-232-7800
FAX: 317-233-3472

Anne Waltermann Murphy, Secretary

March 27, 2009

To: Indiana ATR Providers

From: Eric Scott, Program Manager
Indiana Access to Recovery

Re: Memo 016 – Weekly Billing Option

In an effort to decrease the ATR workload for providers, agencies are now permitted to group billings to one WITS encounter note per service, per week. Weekly billing is not a requirement. Agencies that decide to bill services weekly need to keep in mind the following encounter requirements:

- *Encounter start and end dates*- end date is not a required field on the encounter screen but should be utilized if the encounter covers more than one day of service
- *Encounter notes*- there should be a separate, dated description for each event during the week; each event description should include at least two substantive sentences; event description should be personalized (ex. Client name used)
- *Client Contact Log record*- should still include one entry per event; encounter id should be added to contact log once the encounter has been released to billing (see Memo 14)- if multiple events are billed in one encounter, an encounter id may appear multiple times on the contact log

If your agency is considering switching to weekly billing, please remember that ATR batches weekly on Friday evenings. Billings can only include one week (7 days) of service and must be submitted within one business day of the service end date on the encounter.

- **Example 1:** Sunshine Recovery, a clinical services provider, offers IOP groups on Monday, Wednesday and Friday evenings. Client A, attends all IOP groups offered one week. Sunshine Recovery has decided that they will bill weekly on Wednesdays. For Client A, they will create an encounter on Tuesday that includes the IOP group on Wednesday evening of the previous week, Friday evening and Monday evening. The encounter note will include three separate, dated event descriptions (which include at least 2 substantive sentences about each event.) The encounter, along with Sunshine Recovery's other encounters for the week, will be batched on Friday evening and processed for payment the following week.
- **Example 2:** Happy Day Ministries, a transitional housing provider, offers Housing Assistance 24 hours a day, 7 days a week. Client B, is residing at Happy Day Ministries, and working with staff to find permanent housing. Happy Day Ministries decides that they will bill weekly on Saturdays. For Client B, they will create an encounter on Saturday that includes 1 unit of Housing Assistance per day, starting with Saturday of the previous week and ending on Friday. The encounter note will include 7 separate, dated event descriptions (which include at least 2 substantive sentences about each event, including what progress has been made in securing permanent housing.) This encounter, along with Happy Day's other encounters for the week, will be batched the following Friday evening and processed for payment the week after that.

Thank you,

Eric Scott

Program Manager

Indiana Access to Recovery, Division of Mental Health and Addiction

